

Fundamental Payroll Certification Boot Camp

COURSE OUTLINE

Module 1: Payroll Concepts

- **Fundamental Payroll Concepts**
 - Documents Employers Request
 - Social Security Numbers
 - Methods of Paying Employee
 - Withholding Taxes
 - Social Security
 - Medicare
 - Unemployment Insurance Tax
 - Disability Insurance Tax
 - Employee Benefits
 - Introduction to Payroll
 - Employee/Independent Contractor
 - New Hire Reporting
 - Social Security Numbers
- **Employment Forms**
 - Employee Forms
- **Fair Labor Standards Act**
 - Fair Labor Standards Act Concepts
 - Exempt/Nonexempt Employees: Concepts & Definitions
 - Minimum Wage
 - Tips
 - Regular Rate of Pay
 - The Workweek
 - Overtime
 - Work Hours
 - Other FLSA Provisions

Module 2: Calculations of Pay

- **Fundamental Pay Calculations**
 - Calculate Regular Pay for Time Worked
 - Calculate Tip Pay
 - Calculate Salaried Pay
 - Calculate Commission Pay
 - Calculate Regular Rate of Pay
 - Calculation of Overtime Premium
 - Calculate Overtime Using a Weighted Average
 - Calculate Nonexempt Salaried Overtime Premium Pay
 - Calculate Commission Overtime Premium Pay
 - Calculate Piecework Overtime Premium Pay
 - Calculation of Gross Pay
- **Fundamental Tax Calculations**
 - Taxable Wages
 - Federal Income Tax Withholding

- Calculation of Social Security and Medicare Taxes
- Other FICA Tax Considerations
- Calculation of Employer Tax Liability
- Calculation of Gross-Ups
- Multi-State Income Taxation
- **Calculation of Deductions and Net Pay**
 - Withholding Orders
 - Child Support
 - Tax Levies
 - Creditor Garnishments
 - Other Withholding Orders
 - Federal Administrative Wage Garnishments
 - Calculation of Voluntary Deductions
 - Calculation of Net Pay
- **Payment Methods**
 - Payment by Check or Cash
 - Payment by Direct Deposit
 - Payment by Paycard
 - Earned Wage Access
 - Escheat
 - Pay Frequency

Module 3: Fringe Benefits & Other Payments

- **Rules for Fringe & Nontaxable Benefits**
 - Taxation Requirements
 - Fair Market Value
 - Nontaxable Benefits
 - No-Additional-Cost Fringe Benefits
 - Qualified Employee Discounts
 - De Minimis Fringe Benefits
 - Working Condition Fringe Benefits
 - Qualified Transportation Fringe Benefits
 - On-Premises Athletic Facilities
 - Qualified Retirement Advice
 - Moving Expenses
- **Employer-Provided Benefits**
 - Awards and Prizes Income/Exclusion
 - Personal Use of Company Vehicles
 - Accounting for Vehicle Use
 - Group-Term life Insurance
 - Educational Assistance
- **Other Payments**
 - Advances and Overpayments
 - Bonuses
 - Commissions

Fundamental Payroll Certification Boot Camp Course Outline *Cont'd*

- Jury Duty Pay
- Retroactive Wage Payments
- Taxable Tips
- Repayment of Employer-Provided Loans
- Workers' Compensation

Module 4: Retirement & Cafeteria Plans

- **Retirement and Deferred Compensation Plans**
 - Qualified Pension and Profit-Sharing Plans
 - Deferred Compensation Plans
 - Annual Compensation and Contribution Limits
 - How After-Tax and Pre-Tax Contributions Affect Net Pay
- **Nonqualified Plans**
- **Cafeteria Plans**
 - IRC §125 Components
 - IRC §125 Elections
 - Flexible Spending Arrangements

Module 5: Health Benefits

- **Employer Shared Responsibility and Reporting**
 - Information Reporting by Applicable Large Employers Under the ACA

Module 6: Payroll Reporting & Employment Taxes

- **Tax Deposit Requirements**
 - Lookback Period
 - Tax Deposit Frequency
 - Calculate Federal Tax Deposits
 - Tax Deposit Methods
 - Federal Tax Forms (An Overview)
- **Quarterly Returns**
 - Purpose of Form 941
 - Form 941 Line-By-Line Reporting Requirements
 - Schedule B (Form 941) Reporting/Filing Requirements
 - Schedule B (Form 941) Line-By-Line Requirements
- **Annual Returns**
 - Forms W-2, W-3, and Electronic Filing
 - Federal Unemployment Tax
 - Forms 1099
 - Forms 1094-C and 1095-C
 - Other Annual Returns
- **Correcting Returns & Misc. Reporting Requirements**
 - Purpose of Form W-2c
 - Purpose of Form 941-X
 - Purpose of Form 843
 - Other Reporting Requirements

Module 7: Record Keeping Requirements & Payroll Practices

- **Payroll Practices**
 - Payroll Processing
 - Confidentiality
 - Legislation Impacting Payroll
 - Business Continuity Plans
 - Workflow
 - Service Level Agreements
- **Record Keeping Requirements & Penalties**
 - DOL Record Keeping Regulations
 - IRS Record Keeping Regulations
 - USCIS Record Keeping Regulations
 - HIPAA Record Keeping Regulations
 - Penalties
- **Systems**
 - System Processes
 - Other System Issues

Module 8: Payroll Accounting and Auditing

- **Accounting Terminology & Classification**
 - Accounting Principles
 - Accounting Periods
 - Balance Sheet and Income Statement
 - Account Classification
- **Payroll Records & Controls**
 - Recording of Payroll Journal Entries
 - Posting Payroll Transactions
 - Purpose and Recording of Accruals and Reversals
 - Reconciliations
 - Internal Controls
 - Audits-External and Internal

Module 9: Payroll Management Administration

- **Fundamental Personal Skills**
 - Principles of Customer Service
 - Customer Service Training
 - Responding Efficiently to and Resolving Customer Requests
 - Communication
 - Effective Communication Techniques
 - Personal Time Management Techniques

Module 10: International Payments

- **Nonresident Aliens**
 - Resident/Nonresident Alien Taxation
- **Expatriates**
 - Expatriate/Resident Aliens

This course also utilizes the PayTrain Fundamentals e-Learning Tool, included in the price of the course.